



**City of Wilmington**  
James M. Baker, Mayor

Louis L. Redding City/County Building  
800 French Street  
Wilmington, Delaware 19801-3537

[www.WilmingtonDE.gov](http://www.WilmingtonDE.gov)

## DIRECTOR OF INTEGRATED TECHNOLOGIES

WE ARE AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**SALARY GRADE:** "M07" – \$63,728 per year to \$102,602 per year

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Management Information Systems or Computer Science; at least five (5) years experience supervising professional staff and consultants; or any equivalent combination of education, competency, and experience that provides the required knowledge, skills, and abilities.

**SPECIAL REQUIREMENT:** Must pass a criminal background investigation, pre-employment physical, and drug test.

**NATURE OF WORK PERFORMED:** The Information Systems Director is responsible for the planning, organizing and budgeting of all IT functions, exclusive of Public Safety. Coordinates with Public Safety IT personnel on shared applications (i.e. payroll, accounts payable, etc.). Ensures the efficient and effective operation of the City's computer system, including hardware configuration, the operating system, and the application software. Manages and coordinates professional staff and consultants' performance to ensure City operation's consistency and maintainability of existing applications. Creates, maintains, and enforces standards and procedures for implementing technical solutions, including system validation, compliance, and security. Executes standard project management protocols/methodologies to ensure successful implementation of new projects. Oversees global compliance with information technology. Prepares and participates in hardware and software evaluations, negotiations, purchasing, and maintain vendor contracts with respect to IT. Directs the implementation and maintenance of organization-wide data and voice communication systems. Convenes the City of Wilmington's Information Technology Governance and Strategy Committee meetings. Assists staff to diagnose and solve computer equipment problems. Participates in technical projects such as writing equipment specifications or developing computer programs for specified applications.

**EXAMPLES OF WORK PERFORMED (Illustrative Only):** The Information Systems Director's primary responsibility is to develop, implement, and oversee a comprehensive strategic plan for the Information Systems function. This includes LAN/WAN, RS6000, AS400, Internet connections, CAD systems, etc. Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to ascertain costs and plan operating changes. Assists in training staff in the use of computer hardware and software. Directs and evaluates performance of City and IT consultant staff. Performs all related work as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Proven leadership skills in coordinating complex IT systems and personnel. Analytical and problem-solving skills. Must possess strong oral and written communication and teaching skills. Ability to communicate technical concepts to non-technical audiences. Ability to establish and maintain effective working relationships with other employees. Extensive knowledge of computer and information technology; management information systems; modern electronic data processing theory, principles, and practices. Strong technical skills and background to support the oversight and management of complex multi-platform environment. Familiar with office automation data and voice communication and computerized financial applications. Ability to interact with hardware/software manufacturers. Familiarity with MUNIS and Harris operating systems preferred. General knowledge of database management principles and techniques. Proven ability to handle multiple competing priorities in a fast-paced environment.

### **OPEN COMPETITIVE**

**VACANCY:** OFFICE OF THE MAYOR (DIVISION OF INTEGRATED TECHNOLOGIES)

**CITY RESIDENCY REQUIRED WITHIN SIX MONTHS OF EMPLOYMENT**

**APPLICANTS MUST APPLY NO LATER THAN CLOSE OF BUSINESS (5:00 P.M.): MARCH 10, 2010**

**APPLY:** CITY OF WILMINGTON -- PERSONNEL DEPARTMENT

City/County Building, 800 French Street

Wilmington, Delaware 19801 - Telephone: 302.576.2460

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